

UNITED STATES GOVERNMENT

2-Way Memo

Subject: Request for VIP Parking and Candy-Stripe Badge for Wednesday, 2 Nov 83

To : Chief, Headquarters Security Branch, PSD/OS
Chief, Receptionist

STAT

INSTRUCTIONS
Use routing symbols whenever possible.
SENDER (Originator of message):
Use brief, informal language.
Conserve space.
Forward original and one copy.
RECEIVER (Replier to message):
Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE	ROUTING SYMBOL
2 Nov 83	

Secretary to DD/ODP

FOLD

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MESSAGE

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1. The visitor listed below will be coming to the Hqs Bldg to meet with [redacted] (DD/ODP) on Wednesday, 2 November 1983, at 3:30 pm.

Bill Wasson Onyx Corporation McLean, Virginia

2. VIP visitor parking lot in front of main entrance is requested.

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3. Candy-stripe badge is requested. Call Mimi/Patty [redacted] for escort.

REPLY

Files: 1 - Security
1 - Miscellaneous companies

From :

DATE OF REPLY	ROUTING SYMBOL
SIGNATURE OF REPLIER	
TITLE OF REPLIER	

1. RETAINED BY ADDRESSEE

OPTIONAL FORM 27 (Rev. 7-81)
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